



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Senior Buyer [Classified Competitive]			Salary P24 \$59,031.79 - \$83,803.57
Posting Number 98-15	Position Number 009760	Number of Positions 1	Posting Period * From: 7/7/15 To: 7/21/15
Location: Management and Administration Office of Financial Services H&A Building, 7th Floor Trenton, NJ 08625			Scope of Eligibility/Open to: All Departments/State Employees
GENERAL DESCRIPTION			
<p>Oversees the preparation, distribution and receipt of competitive bidding request proposals (PB 120's) for the Department of Health's (DOH) 9 Divisions and 2 Commissions. Responsibilities include: obtaining bid specifications from divisions purchasing goods or services in excess of \$17,500; creating initial bid documents used to solicit vendor submissions, reviewing bid applications, rejecting or accepting completed bid packages; and selecting the vendor to award to based on the specifications outlined in the bid solicitation.</p> <p>Preparing purchase orders for assigned divisions for goods and services required by the programmatic or administrative needs within each division. Collaborating with the divisions to determine the most economical and efficient purchasing method that will satisfy the need. Utilizing the State's purchasing systems, MACS-E and E-Catalog, along with the DOH internal requisition tracking system, ReqTrack, to process orders. Applying final signature authority on all purchase orders giving vendors approval to fill orders based on the completed purchase order.</p> <p>Reviewing purchase requests to ensure compliance with Treasury - OMB and DOH policies. Compliance consists of determining type of purchase (contract or non-contract); verifying pricing, appropriate use of commodity codes, item descriptions and contract lines; reviewing accounting information for adequate monetary levels, proper account distributions and proper federal grant periods.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.</p> <p>NOTE: Applicants who do not meet the above education requirement may substitute additional experience as described below on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.</p> <p>EXPERIENCE: Three (3) years of experience in the large scale purchase of commodities, materials, equipment, and/or supplies.</p> <p>LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.</p>			
FILING INSTRUCTIONS			
Forward your cover letter, resume and application for employment** to: Chevron Griffin, Executive Assistant 3 Management and Administration Reference Posting #98-15 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360		You can reply to this posting by emailing your cover letter, resume and application for employment to: PSTMA@doh.state.nj.us * Resumes received after the closing date MAY be considered if the position is not filled. ** NOTE: You can access the State of New Jersey Application for Employment at: www.nj.gov/health/forms/dpf-663.pdf	

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**